

INSTRUCTIONS:

- The following information is required to issue a Zoning Verification Letter:
 - ☐ A completed Zoning Verification Letter Request Form
 - ☐ A parcel map with the site delineated
 - ☐ A check for \$50.00 payable to the City of Cedar Park
- Submit the completed request form and required information to the Planning Division at 450 Cypress Creek Road, Building 1, Cedar Park, TX 78613.
- One Zoning Verification Letter can be issued for multiple parcels so long as they are contiguous. Noncontiguous parcels will require multiple Zoning Verification Letter Requests.
- The Planning Division will issue the Zoning Verification Letter to the contact's listed email address in electronic .pdf format. A hard copy will be provided only if one is specifically requested below.

Submittal Date
Office Use Only

Contact Information

Name: _____

Address: _____

☐ I would like a hard copy of the letter sent to the above address.

Phone #: _____ Email: _____

Site Information

Address(es): _____

Parcel ID(s) or legal description: _____

Parcel IDs can be obtained from the appropriate Appraisal District website:

Williamson County: www.wcad.org → "Property Search"

Travis County: www.traviscad.org → "Property Search"

PLEASE NOTE:

- Please allow 15 business days from the date the check is received to complete the request.
- The Zoning Verification Letter does not verify compliance with development regulations or certify legal non-conforming status.
- Zoning violations will not be included. To obtain zoning violation information, please contact the Code Enforcement Office at (512) 401-5208.
- Copies of Certificates of Occupancy, site plan and/or parking information will not be included. To obtain copies of Certificates of Occupancy, please contact the Building Inspections Division at (512) 401-5100.
- Copies of applicable sections of the Zoning Ordinance will not be provided. To view the Zoning Ordinance, please visit the Code of Ordinances on the website under "City Government".
- Should you require further assistance, please contact Planning Division at (512) 401-5054, (512) 401-5056, (512) 401-5058, or planning@cedarparktexas.gov.